

BADAN PENGURUSAN BERSAMA SCOTT GARDEN

(No. Siri: JMB 697/2012)

The Management Office – RETAIL

Unit 2-06, Level 2, The Scott Garden, 289, Jalan Kelang Lama, 58100 Kuala Lumpur

Tel: 03-2333 0188(Hunting line) WhatsApp: 018-233 3386 Email: mall@thescottgarden.co**WORK PERMIT APPLICATION FORM (RETAIL)**

Date of application		Ref No	
Status of Application	<input type="checkbox"/> New <input type="checkbox"/> Renewal	Unit	
Type of Application	<input type="checkbox"/> Moving In <input type="checkbox"/> Moving Out <input type="checkbox"/> Renovation	Status of Applicant	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Others: _____
Name of Applicant		Contact No	
NRIC/Passport		Emergency No	
Company name		Brand Name	
Contractor's Company			
Contractor's Name		Contact No	
Payment Details			

Unit Details

	Name	Contact No.	E-mail
Owner			
Tenant			

Work Description**PERMIT PERIOD****Undertaking by the Applicant**

I hereby confirm the above details are correct. I confirm that I have read the By-Laws & House Rules for renovation and that I fully understand that I shall be liable for the breach of any Rules and Regulations. If I contravene the rules and regulations contained in the By-Laws & House Rules, the Joint Management Body (JMB) shall reserve the right to revoke this approval and I shall reinstate the above-mentioned unit to its original condition. I shall indemnify the work and keep indemnified the Management against all damages, actions, claims or liabilities arising from the execution of the work.

Signature: _____

Name:

NRIC:

Date:

FOR OFFICE USE ONLY

CHECKED BY:

Name :

Date:

Chop:

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Checklist:

		Yes	No	Office Checking
1. Submission requirements				
a.	Application Form			
b.	Refundable Deposit			
c.	Full Tenancy Agreement			
d.	SSM info (Corporate Information, Summary of Share Capital, Directors/Officers, Shareholders/Members, Company Charges, Summary of Financial Information) Section 14: Application for Registration of a Company Section 17: Certificate of Incorporation of Private Company Section 51: Register of Member			
e.	Nature of business			
f.	DBKL Business Permit			
g.	Signboard details. Measurement/Size, DBKL license, Photo,			
h.	Undertaking Letter by Tenant & Owner			
i.	Owner's Consent Letter			
j.	All drawings in A1 size shall be endorsed by the respective Professionals namely, Engineer, Architect & Interior Designer			
2. Requirements during the moving in				
a.	Working hours – moving in works are only to be carried out between 9.00am to 5.00pm			
b.	Security – MO reserves the right to require a static guard to be present on site during after complex operating hours. The cost to be borne by the Unit owner.			
c.	Materials delivery and storage shall only be conducted at the assigned loading bay only.			
3. Other conditions				
a.	You are required to liaise with the management office for the issuance of security passes to all your contract workers (RM2.00 per pass). All workers must hold and display these passes at all times. Night working workers must also have these passes and their movement is restricted to your premises.			
b.	Not allowed to utilize any part of The Scott Garden other than your premises for any sort of storing, disposal, or removal activities			
c.	All construction debris and any other solid waste shall be disposed out of the complex without any obstruction to public and properties			
d.	No work shall be carried out without a valid Approved Work Permit. The valid work permit must be pasted on the doorway of entrance roller shutter and all shop-front glass panels MUST be covered with presentable visuals			
e.	THE Management reserves the right to impose a STOP WORK ORDER at any time without any notice and reasons.			
f.	A fine of RM 200 per day will be imposed on any unit who is found in breach of the house rules.			
Undertaking by the Applicant				
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<p>Signature: _____</p> <p>Name: _____ NRIC: _____ Date: _____</p>		<p>CHECKED BY:</p> <p>_____</p> <p>Name :</p> <p>Date:</p> <p>Chop:</p>		